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Plans and Programs

THE USAFA MASTER SCHEDULE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and details procedures for the development, maintenance, and publishing of the USAFA Master Schedule. It applies to all organizations on the USAF Academy.

1. Procedures. This operating instruction prescribes the process of developing, inputting, deconflicting, and viewing the USAFA Master Schedule.

2. Responsibilities:

2.1. Plans and Programs (HQ USAFA/XP) is designated the office of primary responsibility (OPR) for developing, maintaining, and publishing the USAFA Master Schedule.

2.2. USAFA major mission elements Superintendent (HQ USAFA), 34th Training Wing (34 TRW), the Dean of the Faculty (HQ USAFA/DF), Athletics (HQ USAFA/AH), 10th Air Base Wing (10 ABW), and Preparatory School (HQ USAFA/PL) will appoint a scheduler as the single point of contact (POC) for submitting and reviewing events to the USAFA Master Schedule. 34 TRW will appoint four representatives (34th Training Group [34 TRG], 34th Education Group [34 EDG], 34th Operations Group [34 OG], and 34th Support Group [34 SPTG]) to act as POC.

2.3. The mission element POC will ensure that all events submitted to the USAFA Master Schedule are approved by their respective commander, the dean, or director.

3. Process Inputs:

3.1. Any event which affects more than one major mission element should be included on the USAFA Master Schedule.

3.2. The first step in planning any activity at USAFA is to reference the USAFA Master Schedule. This schedule is accessible in MS Outlook under “Public Folders/All Public Folders/USAFA Calendar.” Event planners should deconflict new events prior to detailed planning.

3.3. After referencing the USAFA Master Schedule for potential conflicts, the event planner should submit USAFA Form 15, **USAFA Master Schedule Form**, to their major mission element POC. This form can be accessed in MS Outlook by menu option “File/New/Choose Form/Organizational Forms Library.” This form should be filled out in its entirety, saved to the event planner’s personal calendar, and then forwarded to the major mission element POC. Forwarding can be accomplished by menu option “Actions/Forward.”

3.4. Each mission element POC will review all forwarded USAFA Forms 15. Upon deconfliction within the mission element, the POC will forward the form to the HQ USAFA/XP POC.

3.5. The HQ USAFA/XP POC will review all forwarded USAFA Forms 15. The POC will subsequently input these events in the USAFA Master Schedule as a tentative date, pending USAFA Master Schedule Committee approval.

3.5.1. After an event has been posted and approved, the project officer will submit a printed listing of the event along with AF Form 1768, **Staff Summary Sheet**, for final coordination.

3.6. All events must be submitted to the USAFA Master Schedule Committee at least 45 days prior to the event.

4. USAFA Master Schedule Committee:

4.1. HQ USAFA/XP will convene regularly scheduled meetings of the USAFA Master Schedule Committee to deconflict events and to approve tentative events posted to the Master Schedule.

4.2. USAFA major mission element POC’s will comprise the USAFA Master Schedule Committee.

4.3. All scheduling conflicts will be relayed back to the appropriate major mission element and event planner.

4.4. Several major recurring events at USAFA will constitute a black-out period during which no other event may be scheduled. These recurring events include: Graduation, CORONA, Parents’ Weekend, and Board of Visitors. Other black-out periods may be imposed by the USAFA Scheduling Committee for deconfliction purposes.

5. Process Outputs:

5.1. The USAFA Master Schedule will be published for use by all Academy personnel. This calendar is accessible in MS Outlook under “Public Folders/All Public Folders/USAFA Calendar.”

5.2. The USAFA Master Schedule may be used for senior staff briefings.

6. Form Prescribed: USAFA Form 15, USAFA Master Schedule Form.

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Director, Plans and Programs